



Managed Risk Medical Insurance Board

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www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

Student Assistant

Hourly Salary: Rg A \$8.41 – Rg D\$11.20

One Temporary/Hourly Position

Location: Downtown Sacramento

Final Filing Date: Until filled

Job Number 0101174

Preferred Education: This position is open to students that are currently enrolled in a minimum of 6 units in an undergraduate or graduate program attending a public or private institution which is affiliated with the California State University, Sacramento Foundation. Health Science, Social Work, Spanish, or Public Administration, Computer Technology majors are preferred but not required.

Preferred Experience: Experience using Microsoft Word, Excel, Access and Outlook; experience working with the public face to face or over the phone; excellent oral and written communication skills; and the ability to multi-task in a fast paced office environment. Bilingual Skills in Spanish are highly desirable.

Duties and Responsibilities: Working under the direction of a Benefits Manager of the Managed Risk Medical Insurance Board (MRMIB). The student assistant would work as a team member assisting analysts and research staff in the benefits and quality monitoring processes of MRMIB. Assist with review of health plan materials such as evidence of coverage booklets, plan marketing materials and other program materials. Interacts with health, dental and vision plans with whom MRMIB contracts. The Student may assist in analyzing plans' Group Needs Assessment and cultural and linguistic services provided by the plans. May assist plan subscribers to resolve problems they are having with their plans.

How to Apply:

Go to <http://www.ueijobs.com/hr>, it is the link for University Enterprises, Inc (UEI). If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.